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ABSTRACT

Supporting performance objectives 7, 8 and 9 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on planning and scheduling work assignments and priorities for other clerical workers are included in this packet. (The packet is the second in a set of three on supervising and implementing--CE 016 984-986.) The student materials include six assignments for the supervising student to assign and evaluate. The instructor's manual includes notes to the teacher, transparencies needed for two of the tasks, and answer keys for all the tasks. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the three packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155474

# SUPERVISING AND IMPLEMENTING

# PLAN AND SCHEDULE WORK ASSIGNMENTS AND PRIORITIES

## STUDENT MANUAL

Prepared by

Pat Chapman

These Materials support
Performance Objectives 7, 8, and 9 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation with

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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## I. LEARNING ACTIVITY PACKET ON PLANNING AND SCHEDULING WORK ASSIGNMENTS AND PRIORITIES

This packet consists of three parts. In Part A, the "supervising" student is to study the six assignments given and plan the schedule for the work to be done. The tasks will be divided and assigned later to a secretary and clerk-typist. The student should arrange the order in which the tasks should be completed. The name of each employee with the work assigned should also be listed. The "supervising" student will submit this plan in typed form to the instructor for evaluation.

In Part B, the student will actually assign the tasks to the two employees, a secretary and a clerk-typist, giving clear instructions as to format, priority order and purpose of the material. The two students will complete the tasks.

In Part C, the "supervising" student will complete a checklist evaluation sheet of the (1) amount of work completed, and (2) the performance of each individual on the tasks assigned.

This packet is planned for senior office students who have completed Typewriting I. Tasks should be completed according to the schedule below.

Part A – 1 class period
Part B – 3 class periods
Part C – 1 class period

Total – 5 class periods of 55 minutes each.

## II. PERFORMANCE OBJECTIVES

Given an office situation in which work for other clerical employees will be planned, the senior office occupations student will study the tasks, plan priorities, and develop a schedule of assignments and completion times in a logical and efficient manner.

Given an office situation, the senior office occupations student will assign appropriate tasks to a secretary and a clerk-typist, give complete, understandable instructions, and be able to determine if the work is being completed as anticipated.

Given an office situation in which the two student supervisees have completed work assigned to them, the senior office occupations student will evaluate the work objectively according to a checklist and complete an evaluation of the students.

## III. PREREQUISITES

Typewriting I
Competency in using the alphabetic filing system

## IV. LEARNING RESOURCES AND SUPPLIES

Supplies Needed

20 – 25 No. 10 envelopes
Letterhead paper
Carbon paper
Second sheets
Calculator
Scissors

Typewriter and materials for corrections
Pens
Card file box with card guides for
alphabetic filing
Typing text for reference
Dictionary

Resources Supplied

3 x 5 index cards
Mailing List
Form Letter
Invoices
Blank checks with check register

You are an administrative assistant in a large personnel firm. You supervise one secretary and one clerk-typist who is also a receptionist in your department. Your responsibilities include assigning to your supervisees tasks which must be done, completing a schedule of completion times and evaluating the work situation as well as the completed projects. You will then be responsible for completing an evaluation sheet on each worker.

Tasks to be assigned:

| | |
|---|---|
| Task No. 1 | Address 20 envelopes to persons on a mailing list. Correct any obvious errors and be sure to proofread the completed envelopes. |
| Task No. 2 | Type a confidential letter to four applicants, stating different starting salaries as indicated. (A form letter is used.) |
| Task No. 3 | Ten invoices are given on which the student will compute a discount if it will be paid on the terms of 2/10, n/30. Calculator may be used. |
| Task No. 4 | Correctly code and file the address cards. |
| Task No. 5 | Checks are to be typed for the net amounts from invoices. (If your school has a checkwriter, it may be used for the amounts on the checks.) |
| Task No. 6 | Composition of a letter. |

Task No. 1

Using the addresses and names below, address envelopes to the 20 persons on the mailing list. Proofread envelopes and put them in alphabetical order before you turn them in to your instructor or "supervisor."

Dr. John Robert Ensley
1091 State Street
Cayce, SC 27109

Ms. Elaine C. Vickery
1107 Park Apartments
Orangeburg, SC 29716

Mr. Ernest M. Thomson
4456 Clemson Avenue
Charleston, SC 29110

Mrs. Janie T. Quay
106 Park Street
Kershaw, SC 29067

Mr. James R. Trueblood
One Shadowbrook Court
Clinton, SC 29167

Ms. Grace Thurmon
Route 4
Valdosta, GA 37065

Mr. Pedro S. Santiano
109 Peace Road
Coral Gables, FL 41520

Ms. Frank Q. Patman
9638 O'Neal Street
Athens, GA 30312

Ms. Denise C. Jones
112 Dandelion Way
Roswell, GA 30620

Mr. Bryan Christopher Marlin
Route 6, Box 43
Lexington, SC 29072

Mrs. Virginia R. Fawkenbury
417 Rossell Drive
Lafayette, NC 47901

Mr. Thomas L. Craig
2624 Northeast Freeway
Atlanta, GA 30331

Mr. Farrett Cerell, Jr.
7685 Prince Street
Eloree, SC 29163

Mr. James R. Belser
1036 Eastminster Way
Forest Acres, SC 29208

Mrs. Clarice D. Gibbes
2439 Prosser Avenue
Kingstree, SC 29864

Miss Mary Catherine DuRant
1406 Wellsley Lane
Columbia, SC 29201

Ms. Teresa L. Muldrow
Route 1
Gaston, SC 29213

Dr. Ellis Smith-Douglas
4444 W. Main Street
Lancaster, SC 29073

Mr. Kell Ustinov
4618 Freedom Boulevard
Charlotte, NC 41283

Ms. Harriett S. Ness
Apartment 3C, East Lodge
Columbia, SC 29210

Task No. 2

Using the form letter provided, type confidential letters to the four persons listed below. Supply the appropriate salary and rate for the four individuals. Use block style with standard punctuation. Proofread your work carefully. You should make one carbon copy for the files and one carbon copy to send to the Accounting Department for payroll purposes.

| | |
|---|---|
| Mr. Shelton M. Truesdell<br>4316 Independence Street<br>Gaffney, SC 29304 | $9,846.00 per year |
| Ms. Teresa S. Baker<br>1118 Senate Street<br>Columbia, SC 29201 | $ 194.00 per week |
| Mrs. Sabrina Ferris<br>196 Jones Avenue<br>Heath Springs, SC 29058 | $ 640.00 per month |
| Mr. Douglas N. Caskill<br>Route 6<br>Irmo, SC 29076 | $ 3.65 per hour |

Current date

Mr. John Doe
Your street address
Your town, State Zip

Dear Mr. Doe:

Thank you for interviewing with one of the clients of Executive Personnel, Inc. It is always a pleasure to refer a qualified person such as you for a position in one of our clients' businesses.

This letter will confirm our telephone conversation with you indicating that you have been selected to fill the position for which you applied. The starting salary will be per .

If you have any questions before you report to your new position on Monday, please call us.

Cordially yours,

Sam T. Williams
Executive Vice President

phc

Task No. 3

Using the invoices from the various companies, compute the discount, if allowed, under the terms of 2/10, n/30. A calculator may be used. The following information will be used to determine if a discount may be taken.

You may compute the discount and write the amount on the invoice; subtract the discount allowed and get a new sum to be paid. Show your work in handwriting on the invoice.

Example:

| | |
|---|---|
| Total | $630.67 |
| Less 2% | 12.61 |
| | $618.06 |

| Invoice Number | Date of Invoice | Date on Which You are Computing |
|---|---|---|
| 02134 | 4-17-— | 4-25-— |
| 02135 | 3-31-— | 4- 1-— |
| 02136 | 4- 7-— | 4-10-— |
| 03031 | 3-10-— | 3-25-— |
| 11742 | 4-17-— | 4-22-— |
| 14136 | 4-10-— | 4-20-— |
| 16063 | 4-17-— | 4-25-— |
| 21366 | 3-30-— | 4-30-— |
| 21735 | 4- 2-— | 4-10-— |
| 31403 | 4-18-— | 4-22-— |
| 41526 | 3-21-— | 3-30-— |
| 76534 | 3-30-— | 4- 5-— |
| 84831 | 3-21-— | 3-30-— |
| 89871 | 4-13-— | 4-20-— |
| 92930 | 4-22-— | 4-29-— |

LEATHER GOODS, INC.
1401 Cattlebrook Station
Austin, TX 76431

INVOICE 02134

DATE April 17, 19—

SOLD TO

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 10 | Leather belts, brown | 1063 | 6.02 | 60.20 |
| 100 | Key cases, brown | 2961 | 2.40 | 240.00 |
| 72 | Wallets, ladies, brown | 3072 | 8.42 | 606.24 |
| 60 | Gloves, leather, brown | 4136 | 2.46 | 147.60 |
| | Total | | | $1,054.04 |

Checked By: Salesman:

YOUNG COSTUME JEWELRY
Four Diamond Lane
Chicago, IL 60612

INVOICE NUMBER 02135

DATE: 3-31-—

SOLD TO O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

OUR ORDER NUMBER:

YOUR ORDER NUMBER:

SHIPPED BY:

TERMS:

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 10 doz. | leather earrings | 1093 | $20.00 | 200.00 |
| 5 doz. | chain bracelets | 3714 | 18.37 | 91.85 |
| 14 doz. | leather necklaces | 6843 | 24.18 | 338.52 |
| | TOTAL | | | $630.37 |

CHECKED BY: SALESMAN:

**YOUNG FASHIONS, INC.**
**Blackmon Circle**
**Claxton, GA 30417**

**INVOICE NUMBER** 02136

**DATE:** April 7, 19—

**SOLD TO** O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

**OUR ORDER NUMBER:**

**YOUR ORDER NUMBER**

**SHIPPED BY:**

**TERMS:**

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 9 doz. | Prewashed denim jeans | 1111 | 60.00 | 540.00 |
| 6 doz. | Prewashed jumpsuits | 1112 | 73.86 | 443.16 |
| 4 doz. | Wrap skirts, denim | 1113 | 79.07 | 316.28 |
| 2 doz. | Slacks, green denim | 1061 | 88.67 | 177.34 |
| 6 doz. | Slacks, navy denim | 1062 | 88.67 | 532.02 |
| 1 doz. | Slacks, red denim | 1063 | 88.67 | 88.67 |
| | Assorted sizes (6-16) | | | $2,097.47 |

**CHECKED BY:** **SALESMAN:**

Buckle-up, Inc.
106 Waistland Drive
Boone, NC 28607

INVOICE NUMBER 03031

DATE: March 10, 19—

SOLD TO
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

OUR ORDER NUMBER:

YOUR ORDER NUMBER:

SHIPPED BY:

TERMS:

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 1 doz. | Belts, Macrame | 1012 | 38.40 | 38.40 |
| 4 doz. | Belts, denim | 1014 | 21.80 | 87.20 |
| 6 doz. | Belts, denim, leather | 1016 | 36.28 | 217.68 |
| 8 doz. | Belts, clear plastic | 1017 | 26.94 | 215.52 |
| | Assorted sizes (22-32) | | | $558.80 |
| | CHECKED BY: SALESMAN: | | | |

MARSHALL SPORTSWEAR
606 Tucker Boulevard
Smyrna, TN 37167

INVOICE 11742

Date: April 17, 19—

Our Order No.

Cust. Order No.

SOLD TO
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Terms

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Totai |
|---|---|---|---|---|
| 4 doz. | Long sleeve shirts | 8921 | 70.00 | 280.00 |
| 2 doz. | Short sleeve shirts | 7486 | 65.00 | 130.00 |
| 6 doz. | Wrap skirts | 8642 | 83.30 | 499.80 |
| | All assorted sizes (6-16) | | | |
| | TOTAL | | | $909.80 |

Checked By: Salesman:

COSCOT JEWELRY, INC.
1314 Stief Street
Meredith, NH 03253

INVOICE 14136

Date 4-10-—

Sold To O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 1 doz. | Pierced earrings, loop | 1192 | 19.63 | 19.63 |
| 1 doz. | Pierced earrings, pearl | 1193 | 10.08 | 10.08 |
| 1 doz. | Pierced earrings, pendant | 1194 | 14.68 | 14.68 |
| 2 doz. | Pierced earrings, gold | 1195 | 26.08 | 52.16 |
| | TOTAL | | | $96.55 |

Checked By: Salesman:

Swimwear Togs
Wade Hampton Boulevard
Lake City, FL 32055

INVOICE 16063

Date 4-17--

Our Order No.

Cust. Order No.

Sold to

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Terms

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 4 | Catalona Bikini suits | 9086 | 16.00 | 64.00 |
| 6 | Susan Newman suits | 1113 | 18.00 | 108.00 |
| 14 | Liz Stuard suits | 6162 | 23.96 | 335.44 |
| 21 | Rona of Hilton Head | 0030 | 17.06 | 358.26 |
| | Assorted sizes (6-18) | | | $865.70 |

Checked By: Salesman:

RAMO SHIRT CO.
111 Aberdeen Street
Nashville, TN 37205

INVOICE NUMBER 21366

SOLD TO O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

DATE: 3-30--

OUR ORDER NUMBER:

YOUR ORDER NUMBER:

SHIPPED BY:

TERMS:

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 1 doz. | Oxford shirts | 1613 | 67.00 | 67.00 |
| 2 doz. | Scene shirts | 2809 | 72.00 | 144.00 |
| 3 doz. | Layer look shirts | 3113 | 56.44 | 169.32 |
| 5 doz. | Sweater shirt | 4044 | 84.16 | 420.80 |
| | Assorted sizes | | | $801.12 |
| | Checked By: Salesman: | | | |

BARNEY & SONS MILLINERY
4301 Industrial Road
Chapel Hill, NC 28754

INVOICE 21735

Date April 2, 19—

Sold to

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 8 | Hats, felt, brown | 9990 | 6.88 | 55.04 |
| 10 | Hats, felt, blue | 9991 | 6.88 | 68.80 |
| 15 | Hats, felt, yellow | 9992 | 6.88 | 103.20 |
| 15 | Hats, felt, green | 9993 | 6.88 | 103.20 |
| 12 | Hats, leather, brown | 8886 | 12.00 | 144.00 |
| 10 | Hats, leather, tan | 8885 | 12.00 | 120.00 |
| 8 | Hats, leather, navy | 8884 | 12.00 | 96.00 |
| 16 | Hats, leather, white | 8883 | 12.00 | 192.00 |
| 15 | Hats, leather, bone | 8882 | 12.00 | 180.00 |
| | TOTAL | | | 1,062.24 |

Checked By: Salesman:

**SOUTH HILL MANUFACTURING**
**Ninety Six, SC 29666**

**INVOICE** 31403

**Date** April 18, 19—

**Our Order No.**

**Cust. Order No.**

**Sold to**

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

**Terms**

**Shipped Via**

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 2 doz. | Credit Card holders | 0003 | 50.16 | 100.32 |
| 1 doz. | Credit card holders | 0004 | 46.18 | 46.18 |
| 3 doz. | Credit card holders | 0005 | 67.50 | 202.50 |
| | TOTAL | | | $349.00 |

**Checked By:** **Salesman:**

**SPECIALTY PRODUCTS**
**106 Clemson Highway**
**Greenville, SC 29608**

**INVOICE** 41526

**Date** March 21, 19—

**Our Order No.**

**Cust. Order No.**

**Sold to**

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

**Terms**

**Shipped Via**

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 100 | Bandana, denim | 7008 | .68 | 68.00 |
| 150 | Bandana, red | 7009 | .62 | 93.00 |
| 110 | Bandana, yellow | 7010 | .65 | 71.50 |
| 20 | Scarves, gamecock | 7123 | 1.15 | 23.00 |
| 20 | Scarves, tiger | 7124 | 1.15 | 23.00 |
| 25 | Scarves, bulldog | 7125 | 1.15 | 28.75 |
| 80 pr. | Sandals, leather | 6066 | 13.60 | 1,088.00 |
| 60 pr. | Sandals, canvas | 6162 | 10.50 | 630.00 |
| 25 pr. | Sandals, hemp | 6163 | 17.60 | 440.00 |
| | Sandals in assorted sizes (4-11) | | | $2,465.25 |

**Checked By:** **Salesman:**

YOUNG FASHIONS, INC.
Blackuon Circle
Claxton, GA 30417

INVOICE 76534

Date March 30, 19—

Sold to

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 12 | Zip skirts, floor length | 9291 | 7.83 | 93.96 |
| 10 | Elastic belt skirts | 9063 | 9.44 | 94.40 |
| 10 | Zip skirts, short | 8091 | 5.96 | 59.60 |
| | TOTAL | | | $247.96 |

Checked By:

Salesman:

**MULTIPLE ACCESSORIES**
**361 Main Street**
**Isle of Wright 23397**

**INVOICE NUMBER** 84831

**DATE:** March 21, 19—

**SOLD TO** O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

**OUR ORDER NUMBER :**

**YOUR ORDER NUMBER:**

**SHIPPED BY:**

**TERMS:**

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 115 | Necklace, beaded | 6063 | 4.25 | 488.7 |
| 115 | Necklace, chain | 6064 | 2.37 | 272.5 |
| 75 | Necklace, leather | 6065 | 6.36 | 477.0 |
| 115 | Bracelets, beaded | 5063 | 3.25 | 373.7 |
| 115 | Bracelets, chain | 5064 | 2.27 | 261.0 |
| 75 | Bracelets, leather | 5065 | 3.36 | 252.0 |
| | TOTAL | | | $2,125.1 |

**HOLLAND GLOVE COMPANY**
**2013 Hands Street**
**Brawley, CA 92227**

**INVOICE NUMBER** 89871

**DATE:** 4-13--

**SOLD TO** O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

**OUR ORDER NUMBER:**

**YOUR ORDER NUMBER:**

**SHIPPED BY:**

**TERMS:**

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 11 pr. | Gloves, brown suede | 0102 | 7.15 | 78.65 |
| 8 pr. | Gloves, navy suede | 0103 | 7.15 | 57.20 |
| 7 pr. | Gloves, tan suede | 0104 | 7.15 | 50.05 |
| 10 pr. | Gloves, black kid | 1101 | 8.55 | 85.50 |
| 5 pr. | Gloves, brown kid | 1102 | 8.55 | 42.75 |
| 4 pr. | Gloves, tan kid | 1103 | 8.55 | 34.20 |
| 12 pr. | Gloves, White nylon | 2621 | 2.00 | 24.00 |
| 12 pr. | Gloves, bone nylon | 2624 | 2.00 | 24.00 |
| | TOTAL | | | $396.35 |

**CHECKED BY:** **SALESMAN:**

YE OLE BAG, INC.
YORKVILLE, ILLINOIS 60560

INVOICE 92930

Date 4-22-—

Sold to

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms

Shipped Via

| Quantity | Description | Cat. No | Unit Price | Total |
|---|---|---|---|---|
| 6 | Handbags, black shoulder | 5644 | 14.90 | 89.40 |
| 6 | Handbags, navy shoulder | 5645 | 14.90 | 89.40 |
| 15 | Handbags, denim | 6644 | 6.50 | 97.50 |
| 30 | Handbags, red print | 6648 | 5.00 | 150.00 |
| 20 | Handbags, white eyelet | 7172 | 3.00 | 60.00 |
| | TOTAL | | | $486.30 |

Checked by: Salesman:

Task No. 4

Using the 20 cards provided, cut the cards along the solid lines, code and file the cards alphabetically i.. your file box. Use correct indexing and filing procedures.

Dr. John Robert Ensley
1091 State Street
Cayce, SC 27109

Ms. Elaine C. Vickery
1107 Park Apartments
Orangeburg, SC 29716

Mr. Ernest M. Thomson
4456 Clemson Avenue
Charleston, SC 29110

Mr. James R. Trueblood
One Shadowbrook Court
Clinton, SC 29167

Mrs. Janie T. Quay
106 Park Street
Kershaw, SC 29067

Ms. Grace Thurmon
Route 4
Valdosta, GA 37065

Mr. Pedro S. Santiano
109 Peace Road
Coral Gables, Fl 41520

Ms. Frank Q. Patman
9638 O'Neal Street
Athens, GA 30312

Mr. Bryan Christopher Marlin
Route 6, Box 43
Lexington, SC 29072

Ms. Denise C. Jones
112 Dandelion Way
Roswell, GA 30620

Mrs. Virginia R. Fawkenbury
417 Rossell Drive
Lafayette, NC 47901

Mr. Thomas L. Craig
2624 Northeast Freeway
Atlanta, GA 30331

Mr. Farrett Cerell, Jr.
7685 Prince Street
Eloree, SC 29163

Mrs. Clarice D. Gibbes
2439 Prosser Avenue
Kingstree, SC 29864

Mr. James R. Belser
1036 Eastminster Way
Forest Acres, SC 29208

Miss Mary Catherine DuRant
1406 Wellsley Lane
Columbia, SC 29201

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Gaston, SC 29213

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4444 W. Main Street
Lancaster, SC 29073

Ms. Harriett S. Ness
Apartment 3C, East Lodge
Columbia, SC 29210

Mr. Kell Ustinov
4618 Freedom Boulevard
Charlotte, NC 41283

Task No. 5

Using the amount owed after discounts have been computed, type a check for the correct net amount from each of the invoices used in Task No. 3. Use the Voucher Check forms provided. You are to provide check numbers. Sort checks in numerical order and proofread carefully. The stubs or registers are for your records.

PAID BY

VOUCHER CHECK NO.

| Date | Purchase Order No. | Invoice No. | Invoice Date | Total Amount Due | Cash Discount | Net Amount Paid |
|---|---|---|---|---|---|---|
| | | | | | | |

Amount of Check

PAID BY

NO.

DATE _____

PAY
TO THE
ORDER OF _____ $ _____

_____ DOLLARS

_____

AUTHORIZED SIGNATURE

Task No. 6

Compose a letter to the Chamber of Commerce asking for promotional brochures, pamphlets and other materials of interest to distribute to 15 business persons who will be in your city the week of November 10 attending a convention hosted by your employer. Assume the date is now October 27.

## INSTRUCTOR CHECKLIST FOR PART A

**Performance Objectives 7, 8, 9**

Task: Plan and schedule work assignments and priorities.

| ACTIVITY | | RATING | |
|---|---|---|---|
| | | Acceptable | Unacceptable |
| 1. | Student supervisor assigned logical priorities to work. | | |
| 2. | Planned work according to supervisees' abilities | | |
| 3. | Planned work load in equitable manner | | |
| 4. | Scheduled sufficient time for the completion of tasks | | |
| 5. | Met stated deadlines | | |

## INSTRUCTOR CHECKLIST FOR PART B

**Performance Objectives 7, 8, 9**

Task: Assign work to others

| ACTIVITY | | RATING | |
|---|---|---|---|
| | | Acceptable | Unacceptable |
| 1. | Displayed courteous and pleasant manner | | |
| 2. | Showed good judgment | | |
| 3. | Gave oral instructions clearly | | |
| 4. | Wrote instructions clearly | | |
| 5. | Motivated workers | | |
| 6. | Exhibited self-confidence | | |
| 7. | Displayed fairness | | |
| 8. | Gave constructive criticism | | |
| 9. | Saw that work was completed | | |

## INSTRUCTOR CHECKLIST FOR PART C

**Performance Objectives 7, 8, 9**

**Task:** Evaluate work of others.

The student supervisor will complete an evaluation sheet for the secretary and clerk-typist.

| | Below Average | Average | Above Average |
|---|---|---|---|
| Check each item in the appropriate column. | | | |
| Quality of Work: | | | |
| a. neat | | | |
| b. accurate | | | |
| c. thorough | | | |
| d. efficient | | | |
| Attitude Toward Work: | | | |
| a. responsible | | | |
| b. industrious | | | |
| c. alert | | | |
| d. professional | | | |
| e. willing | | | |
| Personal Characteristics: | | | |
| a. courteous | | | |
| b. neat appearance | | | |
| c. pleasant | | | |
| d. honest | | | |
| e. adaptable | | | |
| f. well organized | | | |
| g. loyal | | | |
| h. dependable | | | |
| i. cooperative | | | |
| j. punctual | | | |

# SUPERVISING AND IMPLEMENTING

# PLAN AND SCHEDULE WORK ASSIGNMENTS AND PRIORITIES

## INSTRUCTOR'S MANUAL

Prepared by

Pat Chapman

These materials support
Performance objectives 7, 8, and 9 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation with

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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## NOTES TO TEACHER

Check the supplies list given on pages 1 and 2 of the Student Manual to be sure everything that the student will need to complete this module is provided.

To prepare this module for student use, you will need to duplicate the following perishable items:

Invoices for Task 3, pp. 7-21
Index cards for Task 4, pp. 23-26
Voucher check for Task 5, p. 28
(Need 15 per student)
Instructor Checklist for
Parts A, B, and C, pp. 30-32

Transparencies are included for Tasks 4 and 5. Blank copies of the index cards and invoice form are provided for your use should you care to vary the activity.

Keys for the tasks are provided in your manual.

Task No. 1

The twenty envelopes should be correctly addressed and placed in the following order before being submitted to the teacher.

Mr. James R. Belser
1036 Eastminster Way
Forest Acres, SC 29208

Mr.Farrett Cerell, Jr.
7685 Prince Street
Eloree, SC 29163

Mr. Thomas L. Craig
2624 Northeast Freeway
Atlanta, GA 30331

Miss Mary Catherine DuRant
1406 Wellsley Lane
Columbia, SC 29201

Dr. John Robert Ensley
1091 State Street
Cayce, SC 27109

Mrs. Virginia R. Fawkenbury
417 Rossell Drive
Lafayette, NC47901

Mrs. Clarice D. Gibbes
2439 Prosser Avenue
Kingstree, SC 29864

Ms. Denise C. Jones
112 Dandelion Way
Roswell, GA 30620

Mr. Bryan Christopher Marlin
Route 6, Box 43
Lexington, SC 29072

Ms. Teresa L. Muldrow
Route 1
Gaston, SC 29213

Ms. Harriett S. Ness
Apartment 3C East Lodge
Columbia, SC 29210

Ms. Frank Q. Patman
9638 O'Neal Street
Athens, GA 30312

Mrs. Janie T. Quay
106 Park Street
Kershaw, SC 29067

Mr. Pedro S. Santiano
109 Peace Road
Coral Gables, FL 41520

Dr. Ellis Smith-Douglas
4444 W. Main Street
Lancaster, SC 29073

Mr. Ernest M. Thomson
4456 Clemson Avenue
Charleston, SC 29110

Ms. Grace Thurmon
Route 4
Valdosta, GA 37065

Mr. James R. Trueblood
One Shadowbrook Court
Clinton, SC 29167

Mr. Kell Ustinov
4618 Freedom Boulevard
Charlotte, NC41283

Ms. Elaine C. Vickery
1107 Park Apartments
Orangeburg, SC 29716

**KEY**
**TASK 2**

Current Date

Mr. Shelton M. Truesdell
4316 Independence Street
Gaffney, SC 29340

Dear Mr. Truesdell:

Thank you for interviewing with one of the clients of Executive Personnel, Inc. It is always a pleasure to refer a qualified person such as you for a position in one of our clients' businesses.

This letter will confirm our telephone conversation with you indicating that you have been selected to fill the position for which you applied. The starting salary will be $9,846.00 per year.

If you have any questions before you report to your new position on Monday, please call us.

Cordially yours,

Sam T. Williams
Executive Vice President

phc
cc Accounting Department

KEY
TASK 2

Current Date

Ms. Teresa S. Baker
1118 Senate Street
Columbia, SC 29201

Dear Ms. Baker:

Thank you for interviewing with one of the clients of Executive Personnel, Inc. It is always a pleasure to refer a qualified person such as you for a position in one of our clients' businesses.

This letter will confirm our telephone conversation with you indicating that you have been selected to fill the position for which you applied. The starting salary will be $194.00 per week.

If you have any questions before you report to your new position on Monday, please call us.

Cordially yours,

Sam T. Williams
Executive Vice President

phc
cc Accounting Department

Current Date

Mrs. Sabrina Ferris
196 Jones Avenue
Heath Springs, SC 29058

Dear Mrs. Ferris:

Thank you for interviewing with one of the clients of Executive Personnel, Inc. It is always a pleasure to refer a qualified person such as you for a position in one of our clients' businesses.

This letter will confirm our telephone conversation with you indicating that you have been selected to fill the position for which you applied. The starting salary will be $640.00 per month.

If you have any questions before you report to your new position on Monday, please call us.

Cordially yours,

Sam T. Williams
Executive Vice President

phc
cc Accounting Department

Current Date

Mr. Douglas N. Caskill
Route 6
Irmo, SC 29076

Dear Mr. Caskill:

Thank you for interviewing with one of the clients of Executive Personnel, Inc. It is always a pleasure to refer a qualified person such as you for a position in one of our clients' businesses.

This letter will confirm our telephone conversation with you indicating that you have been selected to fill the position for which you applied. The starting salary will be $3.65 per hour.

If you have any questions before you report to your new position on Monday, please call us.

Cordially yours,

Sam T. Williams
Executive Vice President

phc
cc Accounting Department

Task No. 3

The student should use the procedure shown on the following invoices. All except invoices 03031 and 21366 will be able to take a 2% discount.

LEATHER GOODS, INC.
1401 Cattlebrook Station
Austin, TX 76431

INVOICE 02134

DATE April 17, 19—

Our Order No.

Cust. Order No.

SOLD TO

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Terms 2/10, N/30

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 10 | Leather belts, brown | 1063 | 6.02 | 60.20 |
| 100 | Key cases, brown | 2961 | 2.40 | 240.00 |
| 72 | Wallets, ladies, brown | 3072 | 8.42 | 606.24 |
| 60 | Gloves, leather, brown | 4136 | 2.46 | 147.60 |
| | Total | | | $1,054.04 |
| | Less 2% | | | 21.08 |
| | | | | # 1,032.96 |

Checked By: Salesman:

YOUNG COSTUME JEWELRY
Four Diamond Lane
Chicago, IL 60612

INVOICE NUMBER 02135

DATE: 3-31-—

SOLD TO
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

OUR ORDER NUMBER:

YOUR ORDER NUMBER:

SHIPPED BY:

TERMS: 2/10, N/30

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 10 doz. | leather earrings | 1093 | $20.00 | 200.00 |
| 5 doz. | chain bracelets | 3714 | 18.37 | 91.85 |
| 14 doz. | leather necklaces | 6843 | 24.18 | 338.52 |
| | TOTAL | | | $630.37 |
| | Less 2% | | | 12.61 |
| | | | | $ 617.76 |

CHECKED BY: SALESMAN:

**YOUNG FASHIONS, INC.**
Blackmon Circle
Claxton, GA 30417

**INVOICE NUMBER** 02136

**DATE:** April 7, 19—

**OUR ORDER NUMBER:**

**YOUR ORDER NUMBER**

**SOLD TO**
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

**SHIPPED BY:**

**TERMS:** 2/10, n/30

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 9 doz. | Prewashed denim jeans | 1111 | 60.00 | 540.00 |
| 6 doz. | Prewashed jumpsuits | 1112 | 73.86 | 443.16 |
| 4 doz. | Wrap skirts, denim | 1113 | 79.07 | 316.28 |
| 2 doz. | Slacks, green denim | 1061 | 88.67 | 177.34 |
| 6 doz. | Slacks, navy denim | 1062 | 88.67 | 532.02 |
| 1 doz. | Slacks, red denim | 1063 | 88.67 | 88.67 |
| | Assorted sizes (6-16) | | | $2,097.47 |
| | | | Less 2% | 41.95 |
| | | | | $2,055.52 |

**CHECKED BY:**

**SALESMAN:**

Buckle-up, Inc.
106 Waistland Drive
Boone, NC 28607

INVOICE NUMBER 03031

DATE: March 10, 19—

SOLD TO
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

OUR ORDER NUMBER:

YOUR ORDER NUMBER:

SHIPPED BY:

TERMS: 2/10, n/30

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 1 doz. | Belts, Macrame | 1012 | 38.40 | 38.40 |
| 4 doz. | Belts, denim | 1014 | 21.80 | 87.20 |
| 6 doz. | Belts, denim, leather | 1016 | 36.28 | 217.68 |
| 8 doz. | Belts, clear plastic | 1017 | 26.94 | 215.52 |
| | Assorted sizes (22-32) | | | $558.80 |

No discount allowed;
Pay net/30

CHECKED BY: SALESMAN:

MARSHALL SPORTSWEAR
606 Tucker Boulevard
Smyrna, TN 37167

INVOICE 11742

Date: April 17, 19—

Our Order No.

Cust. Order No.

SOLD TO
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Terms 2/10, N/30

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 4 doz. | Long sleeve shirts | 8921 | 70.00 | 280.00 |
| 2 doz. | Short sleeve shirts | 7486 | 65.00 | 130.00 |
| 6 doz. | Wrap skirts | 8642 | 83.30 | 499.80 |
| | All assorted sizes (6-16) | | | |
| | TOTAL | | | $909.80 |
| | Less 2% | | | 18.20 |
| | | | | $ 891.60 |
| | Checked By: Salesman: | | | |

COSCOT JEWELRY, INC.
1314 Stief Street
Meredith, NH 03253

INVOICE 14136

Date 4-10-—

Sold To O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms 2/10, N/30

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 1 doz. | Pierced earrings, loop | 1192 | 19.63 | 19.63 |
| 1 doz. | Pierced earrings, pearl | 1193 | 10.08 | 10.08 |
| 1 doz. | Pierced earrings, pendant | 1194 | 14.68 | 14.68 |
| 2 doz. | Pierced earrings, gold | 1195 | 26.08 | 52.16 |
| | TOTAL | | | $96.55 |
| | Less 2% | | | 1.93 |
| | | | | $94.62 |

Checked By: Salesman:

Swimwear Togs
Wade Hampton Boulevard
Lake City, FL 32055

INVOICE 16063

Date 4-17--

Sold to

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms 2/10, N/30

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 4 | Catalona Bikini suits | 9086 | 16.00 | 64.00 |
| 6 | Susan Newman suits | 1113 | 18.00 | 108.00 |
| 14 | Liz Stuard suits | 6162 | 23.96 | 335.44 |
| 21 | Rona of Hilton Head | 0030 | 17.06 | 358.26 |
| | Assorted sizes (6-18) | | | $865.70 |
| | | | | 17.31 |
| | Less | 2% | | #848.39 |
| | Checked By: Salesman: | | | |

RAMO SHIRT CO.
111 Aberdeen Street
Nashville, TN 37205

INVOICE NUMBER 21366

SOLD TO O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

DATE: 3-30--

OUR ORDER NUMBER:

YOUR ORDER NUMBER:

SHIPPED BY:

TERMS: 2/10, N/30

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 1 doz. | Oxford shirts | 1613 | 67.00 | 67.00 |
| 2 doz. | Scene shirts | 2809 | 72.00 | 144.00 |
| 3 doz. | Layer look shirts | 3113 | 56.44 | 169.32 |
| 5 doz. | Sweater shirt | 4044 | 84.16 | 420.80 |
| | Assorted sizes | | | $801.12 |

No discount allowed;
Pay net/30

Checked By: Salesman:

BARNEY & SONS MILLINERY
4301 Industrial Road
Chapel Hill, NC 28754

INVOICE 21735

Date April 2, 19—

Our Order No.

Cust. Order No.

Sold to

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Terms 2/10, N/30

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 8 | Hats, felt, brown | 9990 | 6.88 | 55.04 |
| 10 | Hats, felt, blue | 9991 | 6.88 | 68.80 |
| 15 | Hats, felt, yellow | 9992 | 6.88 | 103.20 |
| 15 | Hats, felt, green | 9993 | 6.88 | 103.20 |
| 12 | Hats, leather, brown | 8886 | 12.00 | 144.00 |
| 10 | Hats, leather, tan | 8885 | 12.00 | 120.00 |
| 8 | Hats, leather, navy | 8884 | 12.00 | 96.00 |
| 16 | Hats, leather, white | 8883 | 12.00 | 192.00 |
| 15 | Hats, leather, bone | 8882 | 12.00 | 180.00 |
| | TOTAL | | | 1,062.24 |
| | Less 2% | | | 21.24 |
| | | | | $1,041.00 |
| | Checked By: Salesman: | | | |

51

SOUTH HILL MANUFACTURING
Ninety Six, SC 29666

Sold to

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

INVOICE 31403

Date April 18, 19—

Our Order No.

Cust. Order No.

Terms 2/10, N/30

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 2 doz. | Credit Card holders | 0003 | 50.16 | 100.32 |
| 1 doz. | Credit card holders | 0004 | 46.18 | 46.18 |
| 3 doz. | Credit card holders | 0005 | 67.50 | 202.50 |
| | TOTAL | | | $349.00 |
| | Less | 2% | | 6.98 |
| | | | | # 342.02 |

Checked By: Salesman:

SPECIALTY PRODUCTS
106 Clemson Highway
Greenville, SC 29608

INVOICE 41526

Date March 21, 19—

Sold to

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms 2/10, N/30

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 100 | Bandana, denim | 7008 | .68 | 68.00 |
| 150 | Bandana, red | 7009 | .62 | 93.00 |
| 110 | Bandana, yellow | 7010 | .65 | 71.50 |
| 20 | Scarves, gamecock | 7123 | 1.15 | 23.00 |
| 20 | Scarves, tiger | 7124 | 1.15 | 23.00 |
| 25 | Scarves, bulldog | 7125 | 1.15 | 28.75 |
| 80 pr. | Sandals, leather | 6066 | 13.60 | 1,088.00 |
| 60 pr. | Sandals, canvas | 6162 | 10.50 | 630.00 |
| 25 pr. | Sandals, hemp | 6163 | 17.60 | 440.00 |
| | Sandals in assorted sizes (4-11) | | | $2,465.25 |
| | Less 2% | | | 49.31 |
| | | | | $2,415.94 |

Checked By: Salesman:

YOUNG FASHIONS, INC.
Blackuon Circle
Claxton, GA 30417

INVOICE 76534

Date March 30, 19—

Sold to

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms 2/10, N/30

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 12 | Zip skirts, floor length | 9291 | 7.83 | 93.96 |
| 10 | Elastic belt skirts | 9063 | 9.44 | 94.40 |
| 10 | Zip skirts, short | 8091 | 5.96 | 59.60 |
| | TOTAL | | | $247.96 |
| | Less 2% | | | 4.96 |
| | | | | #243.00 |
| | Checked By: | Salesman: | | |

MULTIPLE ACCESSORIES
361 Main Street
Isle of Wright 23397

INVOICE NUMBER 84831

DATE: March 21, 19—

SOLD TO O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

OUR ORDER NUMBER :

YOUR ORDER NUMBER:

SHIPPED BY:

TERMS: 2/10, N/30

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 115 | Necklace, beaded | 6063 | 4.25 | 488.75 |
| 115 | Necklace, chain | 6064 | 2.37 | 272.55 |
| 75 | Necklace, leather | 6065 | 6.36 | 477.00 |
| 115 | Bracelets, beaded | 5063 | 3.25 | 373.75 |
| 115 | Bracelets, chain | 5064 | 2.27 | 261.05 |
| 75 | Bracelets, leather | 5065 | 3.36 | 252.00 |
| | TOTAL | | | $2,125.10 |
| | Less 2 % | | | 42.50 |
| | | | | $2,082.60 |

**HOLLAND GLOVE COMPANY**
**2013 Hands Street**
**Brawley, CA 92227**

**INVOICE NUMBER** 89871

**DATE:** 4-13---

**SOLD TO** O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

**OUR ORDER NUMBER:**

**YOUR ORDER NUMBER:**

**SHIPPED BY:**

**TERMS:** 2/10, n/30

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| 11 pr. | Gloves, brown suede | 0102 | 7.15 | 78.65 |
| 8 pr. | Gloves, navy suede | 0103 | 7.15 | 57.20 |
| 7 pr. | Gloves, tan suede | 0104 | 7.15 | 50.05 |
| 10 pr. | Gloves, black kid | 1101 | 8.55 | 85.50 |
| 5 pr. | Gloves, brown kid | 1102 | 8.55 | 42.75 |
| 4 pr. | Gloves, tan kid | 1103 | 8.55 | 34.20 |
| 12 pr. | Gloves, White nylon | 2621 | 2.00 | 24.00 |
| 12 pr. | Gloves, bone nylon | 2624 | 2.00 | 24.00 |
| | TOTAL | | | $396.35 |
| | | | Less 2% | 7.93 |
| | | | | $388.42 |

**CHECKED BY:** **SALESMAN:**

56

YE OLE BAG, INC.
YORKVILLE, ILLINOIS 60560

INVOICE 92930

Date 4-22--

Sold to

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms 2/10, N/30

Shipped Via

| Quantity | Description | Cat. No | Unit Price | Total |
|---|---|---|---|---|
| 6 | Handbags, black shoulder | 5644 | 14.90 | 89.40 |
| 6 | Handbags, navy shoulder | 5645 | 14.90 | 89.40 |
| 15 | Handbags, denim | 6644 | 6.50 | 97.50 |
| 30 | Handbags, red print | 6648 | 5.00 | 150.00 |
| 20 | Handbags, white eyelet | 7172 | 3.00 | 60.00 |
| | TOTAL | | | $486.30 |
| | Less 2% | | | 9.73 |
| | | | | $476.57 |
| | Checked by: Salesman: | | | |

57

Task No. 4

The 20 index cards should be coded and indexed as shown.

The cards should be arranged in alphabetical order as given in Teacher's Guide, Task No. 1.

2 3 1
Dr. John Robert Ensley
1091 State Street
Cayce, SC 27109

Ensley, John Robert (Dr.)

2 3 1
Ms. Elaine C. Vickery
1107 Park Apartments
Orangeburg, SC 29716

Vickery, Elaine C. (Ms)

2 3 1
Mr. Ernest M. Thomson
4456 Clemson Avenue
Charleston, SC 29110

Thomson, Ernest M.

2 3 1
Mr. James R. Trueblood
One Shadowbrook Court
Clinton, SC 29167

Trueblood, James R.

2 3 1
Mrs. Janie T. Quay
106 Park Street
Kershaw, SC 29067

Quay, Janie T. (Mrs.)

Ms. Grace Thurmon
Route 4
Valdosta, GA 37065

1 2
Thurmon, Grace (Ms.)

Mr. Pedro S. Santiano
109 Peace Road
Coral Gables, Fl 41520

1 2 3
Santiano, Pedro S.

Ms. Frank Q. Patman
9638 O'Neal Street
Athens, GA 30312

1 2 3
Patmen, Frank Q. (Ms.)

Mr. Bryan Christopher Marlin
Route 6, Box 43
Lexington, SC 29072

1 2 3
Marlin, Bryan Christopher

Ms. Denise C. Jones
112 Dandelion Way
Roswell, GA 30620

1 2 3
Jones, Denise C. (Ms.)

2 3 1
Mrs. Virginia R. Fawkenbury
417 Rossell Drive
Lafayette, NC 47901

Fawkenbury, Virginia L. (Mrs.)

2 3 1
Mr. Thomas L. Craig
2624 Northeast Freeway
Atlanta, GA 30331

Craig, Thomas L.

2 1 3
Mr. Farrett Cerell, Jr.
7685 Prince Street
Eloree, SC 29163

Cerell, Farrett Jr.

2 3 1
Mrs. Clarice D. Gibbes
2439 Prosser Avenue
Kingstree, SC 29864

Gibbes, Clarice D. (Mrs.)

2 3 1
Mr. James R. Belser
1036 Eastminster Way
Forest Acres, SC 29208

Belser, James R.

2 3 1
Miss Mary Catherine DuRant
1406 Wellsley Lane
Columbia, SC 29201

DuRant, Mary Catherine

2 3 1
Ms. Teresa L. Muldrow
Route 1
Gaston, SC 29213

Muldrow, Teresa L. (Ms.)

3 1 2
Dr. Ellis Smith-Douglas
4444 W. Main Street
Lancaster, SC 29073

Smith-Douglas, Ellis (Dr.)

2 3 1
Ms. Harriett S. Ness
Apartment 3C, East Lodge
Columbia, SC 29210

Ness, Harriett S. (Ms.)

2 1
Mr. Kell Ustinov
4618 Freedom Boulevard
Charlotte, NC 41283

Ustinov, Kell

KEY

**Task No. 5**

**See Task No. 3, Teacher's Key, for correct amounts after discount. Students will supply voucher check number. The check and register for the Leather Goods, Inc. invoice is given as an example of how the forms are to be completed. Checks are to be arranged in numerical order.**

PAID BY

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

VOUCHER CHECK NO. 288

| Date | Purchase Order No. | Invoice No. | Invoice Date | Total Amount Due | Cash Discount | Net Amount Paid |
|---|---|---|---|---|---|---|
| April 25 | | 02134 | April 17 | $1,054.04 | $21.08 | $1,032.96 |
| | | | | | Amount of Check | $1,032.96 |

PAID BY

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

NO. 288

DATE April 25, 19--

PAY TO THE ORDER OF Leather Goods, Inc. $ 1,032.96

One thousand thirty-two and 96/100 DOLLARS

AUTHORIZED SIGNATURE

Task No. 6

The teacher may allow variations in the letter composed by different students. The teacher should check to see that the following points are included.

1. Student asks for brochures and pamphlets.
2. Student must request enough for 15 visitors.
3. Student must include the date the materials are needed (November 10).
4. Date of letter must be October 27 of current year.

**INDEX CARDS**

(Cut on solid lines)

INVOICE

SOLD
TO

Date

Our Order No.

Cust. Order No.

Terms

Shipped Via

| Quantity | Description | Cat. No. | Unit Price | Total |
|---|---|---|---|---|
| | | | | |

Checked by: Salesman:

# CODING AND INDEXING

## NAME

**Mr. John M. Rochester Jr.**

## CODED

2 3 1 4

(Mr.) (John) (M.) (Rochester) (Jr.)

## INDEXED

**Rochester, John M. Jr.**

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Office of Voc. Educ., State Dept. of Educ., Columbia, S.C.

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XII B–65

Transparency No. 1

PAID BY

VOUCHER CHECK
NO . 288

| DATE | PURCHASE ORDER NO. | INVOICE NO. | INVOICE DATE | TOTAL AMOUNT DUE | CASH DISCOUNT | NET AMOUNT PAID |
|---|---|---|---|---|---|---|
| | | | | | | |

AMOUNT OF CHECK

PAID BY

NO. 288

DATE_____

PAY
TO THE
ORDER OF_____ $_____

DOLLARS

_____

AUTHORIZED SIGNATURE

XII B-66

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Transparency No. 2